

Victim Services Training and Technical Assistance (VSTTA) Grant

Informational Webinar

VSTTA

Request for Grant Applications (RGA)

Intent:

To provide funds to support training and technical assistance for eligible agencies and their internal staff.

Eligibility

Eligible applicants must:

- ❑ Be a currently funded VOCA, SAFEPLAN and/or HTTF agency

Eligible projects:

Development and implementation of:

- **anti-racism/anti-oppression** training curriculum and delivery of training to applicant staff
- strategies to support increased **diversity, equity, and inclusion (DEI)** within applicant organizations
- strategies to ensure victim **confidentiality** while providing services remotely
- strategies for staff providing **tele-advocacy/tele-counseling**
- strategies to support **survivor leadership** within the victim services field
- **succession planning and sustainability**

Enhancement of **language access** to services and supports

- Including, but not limited to, translation of program forms/brochures/other written materials

Allowable Costs

- Conference and training registration fees
- Consultant costs
- Trainer costs to provide training for staff
- Purchase of training materials, such as workbooks, videos and online courses

Unallowable Costs

- Hosting, or the development of, trainings for external participant
- Applications submitted from individuals
- Personnel expenses (Salary/fringe)
- Degree and certification programs
- Lobbying events
- Development of print, video, and multimedia products for re-use, re-broadcasting

Project Requirements

- Applicants may not supplant funds.
- Any training delivered with these funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees,
<http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.
- Successful applicants are responsible for fulfilling requirements outlined in the Americans with Disabilities Act (ADA).

Application Timelines

Grant period: September 2020 – March 31, 2021

1. Complete and submit an intent to apply form no less than five (5) business days prior to submitting an application (required)
2. Complete and submit an application no less than 45 days prior to the planned start of the training/technical assistance

Tip: Work backwards to determine application timeline.

Q: For example, you want to hire a consultant to begin development of the TTA on November 30, 2020. What is the deadline to start the process?

A: Intent deadline – **October 9, 2020**; Application deadline – **October 16, 2020 (45 days before)**

Required Documents

Available on COMMBUYS and www.mass.gov/mova

All applicants:

- Narrative
- Funding Request Form

Applicants who are solely funded via HTTF:

- Contractor Authorized Signatory Form
- Standard Assurances Form
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Office for Civil Rights Certification Form
- Subgrant Conditions Acknowledgement Form

Massachusetts Office For Victim Assistance

MOVA

Victim & Witness Assistance Board

Required Documents - Narrative

Describe:

- Why proposed project is relevant to direct service work
- How the project will advance one or more of the allowable focus areas
- Timeline
- Scope of consultant work (if applicable)
- Why costs cannot be covered with existing funding

Required Documents – Funding Request Form

Available on COMMBUYS and www.mass.gov/mova

Allowable Cost Categories:

- Consultants
- Travel
- Other

Application Submission

- Application instructions can be found in the RGA (pg. 5)
- Applicants will submit one e-mail with their narrative/funding request, and other required documentation (where applicable) as separate attachments to MOVAGrants@mass.gov.
 - Example attachment label:
VSTTA_Narrative_AgencyName
- Applicants will receive receipt of application
- MOVA aims to provide a response in approximately 10-14 business days

Application Review

The following areas will be considered when reviewing applications:

- Has applicant clearly stated how the proposed training or technical assistance project is relevant to direct service work and how it will improve service delivery to victims?
- Has applicant described how the proposed project will advance one or more of the allowable focus areas?
- Has applicant provided a detailed and reasonable timeline associated with the execution of this project?
- Has applicant provided a clear, reasonable, and allowable budget?
- Has applicant clearly described why requested costs cannot be included within existing funding sources?

MOVA reserves the right to make inquiries of the applicant and negotiate prior to an award decision

Award Notification

If application is **approved**, awardees will be notified via e-mail and will receive:

- Award letter
- Standard commonwealth contract or interdepartmental service agreement
- Expenditure report template (billing)
- Training report template (reporting)

If application is **not approved**, applicant will be notified via e-mail and will receive:

- Notification letter
- Given the opportunity for a virtual debriefing (must be requested in writing or via e-mail within 14 days of the award letter)

Post Award

- These are cost reimbursement awards
- All costs are subject to MOVA award approval, which must be received prior to incurring any expense
- Unless otherwise approved by MOVA, successful applicants will submit ONE expenditure report for reimbursement no more than 30 days following the end of the funded project, along with a performance report (templates will be provided by MOVA at time of award)
- Approved budgets may be amended prior to expenditure only with express approval from MOVA

What if costs change prior to the event?

- *Budgets may be amended only with express approval from MOVA*

Questions?

Submit to:

kristen.tavano@mass.gov

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